

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

April 9, 2002

**SUBJECT: DOMESTIC VIOLENCE VICTIM'S MEMO, FORM 15.40.1, -
DEACTIVATED; DOMESTIC VIOLENCE/VICTIM INFORMATION
NOTIFICATION EVERYDAY PAMPHLET, FORM 15.42.01 -
ACTIVATED**

PURPOSE: The Department is legislatively mandated to provide specific information to victims of domestic violence crimes. That information includes, but is not limited to, hotlines, shelters, an explanation of the arrest and prosecutorial process, and an explanation of the restraining order process. Due to changes in legislation and service provider contact numbers, the Domestic Violence Victim's Memo, Form 15.40.1, which has been used by the Department to accomplish Domestic Violence information requirements, has become outdated. To mitigate this issue, the Department has begun to use the Victim Information Notification Everyday (VINE) pamphlet to accomplish not only the domestic violence information requirements under Section 13701 of the California Penal Code (PC), but also to provide information regarding the VINE program.

The VINE program is a comprehensive awareness program that supplies victims with vital criminal justice information 24 hours a day, 365 days a year. The VINE program can be used by any victim of any crime to gain timely custody status information (e.g., release date) of arrestees booked into the centralized Los Angeles County computerized booking system. In an effort to simplify distribution of mandated specified domestic violence information and VINE information, the VINE pamphlet has been re-titled as the Domestic Violence/Victim Information Notification Everyday pamphlet.

This Order deactivates the Domestic Violence Victim's Memo, Form 15.40.1, and activates the Domestic Violence/Victim Information Notification Everyday Pamphlet, Form 15.42.01. Additionally, this Order revises the Domestic Violence Supplemental Report, Form 15.40.2.

PROCEDURE:

- I. DOMESTIC VIOLENCE VICTIM'S MEMO, FORM 15.40.1 - DEACTIVATED.** The Domestic Violence Victim's Memo, Form 15.40.1, is deactivated. The discontinued Form 15.40.1 shall be marked "obsolete" and placed into the divisional recycling bin.

II. DOMESTIC VIOLENCE/VICTIM INFORMATION NOTIFICATION EVERYDAY (DVV) PAMPHLET, FORM 15.42.01 - ACTIVATED.

A. Use of Form. This form is used by officers to provide victims of domestic violence with specific information required under 13701 PC, in addition to providing victims of violent crimes with timely custody status information of arrestees. Officers shall provide a copy of this form to victims of violent crimes and **all** victims of domestic violence.

B. Distribution.

1 - Original provided to the victim.

1 - TOTAL

III. OFFICER'S RESPONSIBILITY. Officers shall issue a DVV pamphlet to victims of violent crimes and all victims of domestic violence.

When an arrest is made for a violent or domestic violence crime, the arresting officer(s) shall advise the victim of the following:

- * The VINE information regarding the arrestee(s) will not be accessible until the arrestee(s) is booked into the Automated Justice Information System (AJIS);
- * Utilization of the VINE program by the victim is voluntary;
- * **Not** to depend solely upon the VINE program for their safety; and,
- * The arrestee's booking number as soon as possible when the arrestee has a common name.

Exception: If an arrestee is released without booking, the **arresting officer** shall notify the victim of the release immediately.

IV. WATCH COMMANDER RESPONSIBILITY.

A. Report Narratives. When reviewing violent crime-related arrest reports and/or domestic violence reports, watch commanders shall ensure that the arresting/reporting officer(s) documented that a DVV

pamphlet was provided to the victim, under the heading of "Additional Information" or indicated by marking the appropriate check box (e.g., Domestic Violence Supplemental Report).

B. Release From Custody. When an arrestee is eligible for release from custody, either by bail, bond, citation, 825 PC, 849(b)(1) PC, or a Notice to Appear/Release From Custody, the watch commander shall ensure the arrestee's status is processed electronically through the AJIS prior to the arrestee's physical release.

C. Release Prior To Booking. When an arrestee of a violent crime is released without booking, the watch commander shall ensure the arresting officer(s) notifies the victim immediately.

V. COMMANDING OFFICER, SUPPORT SERVICES GROUP (SSG), RESPONSIBILITY. The Commanding Officer, SSG, shall ensure that when any jail facility detention officer prepares a release from custody, whether it be via bail, bond, citation, 825 PC, 849(b)(1) PC, or a Notice to Appear/Release From Custody, the arrestee's release is processed electronically through AJIS, prior to the arrestee's physical release.

VI. COMMANDING OFFICER, DETECTIVE SERVICES GROUP (DSG), RESPONSIBILITY. The Commanding Officer, DSG, is designated as the Department's Domestic Violence/VINE Coordinator and is responsible for:

- * Coordinating the VINE program;
- * Approving changes or modifications to the DVV pamphlet; and,

Note: Request for updates to the DVV pamphlet, Form 15.42.01; shall be generated by or routed through the Domestic Violence Coordinator, DSG.

- * Maintaining liaison with the Los Angeles County Sheriff's Department and the VINE Company.

VII. DOMESTIC VIOLENCE SUPPLEMENTAL REPORT, FORM 15.40.2 - REVISED. The Domestic Violence Supplemental Report, Form 15.40.2, has been revised by deleting the Domestic

Violence Victim's Memo, Form 15.40.1, check box. A DVV Pamphlet, Form 15.42.01, check box has been added to document that the victim was provided a DVV pamphlet.

A. Use of Form. The use of this form has not changed.

B. Distribution. Distribution of this form remains unchanged.

FORM AVAILABILITY: The Domestic Violence/Victim Information Notification Everyday, Form 15.42.01, and revised Domestic Violence Supplemental Report, Form 15.40.2, will be available from the Department of General Services, Distribution Center, in about 90 days. A copy of the DVV pamphlet and revised Domestic Violence Supplemental Report has been attached for duplication and immediate use.

AMENDMENTS: This Order adds Section 4/216.09, 5/15.42.01, and deletes Section 5/15.40.1 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, DSG, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

Attachment

DISTRIBUTION "A"